



NORTHWEST POWER NORTHWEST VALUES

Job Title & Series:

Director of Strategic Sourcing & Contracts, GS-1102
(Classified title is "Supervisory Contract Specialist")

Job Announcement Number:

9715-12-DH

Grade & Salary Range:

GS-14: \$101,933 - \$132,510

Opens: 01/13/12

Closes: 03/12/12

(Applications must be received by 11:59 p.m. Pacific Time)

Full performance level: GS-14.

Anticipated number of positions to be filled: One

Location: Vancouver, WA

Type of Position: This is a Permanent position with a full-time work schedule.

Benefits: BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>
Relocation assistance is available for candidates with superior qualifications.

Eligibility

All United States citizens are eligible to apply.

This position is being filled through the Office of Personnel Management's Government-wide Direct-Hire Authority for this occupation and is open to all U.S. Citizens.

All applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration.

Selections made under this announcement will be processed as new appointments to the Civil Service. Current Civil Service employees would, therefore, be given new appointments to the Civil Service.

*First cut-off date for receipt of applications will be **02/06/12**. Additional cut-off dates will be established throughout the open period of the announcement. Applications received after **02/06/12** will be rated/ranked & referred in the order received or, depending on the hiring needs of the agency. Applicants are strongly encouraged to apply prior to the first cut-off date in order to maximize their opportunity for consideration.

About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

Job Summary & Major Duties

Are you an experienced sourcing and contracting professional who has the ability to lead sourcing for a large regional utility? BPA is looking for a leader to fulfill a Director of Strategic Sourcing & Contracts level role. The ideal candidate will have strong leadership and functional skills in strategic sourcing, procurement, contracting, materials and inventory management, procurement operations and technology, change management, client service, Small and Disadvantaged Business Development, socially responsible & sustainable procurement, organizational development as well as having a blended background in private sector and Federal contracting requirements. The Director of Strategic Sourcing will manage spend of approximately \$1 billion in a variety of categories required for the successful operation of a utility. Strategic Sourcing consists of five departments: Commercial Materials Management, Professional & Services Purchasing, Capital & O&M Purchasing, Supplemental Labor and IT Contracting, and Engineered Materials Management.

The incumbent serves as a member of the Supply Chain Services management team with responsibility for developing, implementing and evaluating all programs and policies that ensure the targeted delivery of products and programs in support of Bonneville's strategic business objectives. With respect to the organization managed,

the incumbent determines and allocates necessary resources, including staff and funds, and is responsible for their effective and efficient utilization in support of goals, objective and functional responsibilities.

Qualifications

SPECIALIZED EXPERIENCE

GS-14:

- Experienced in procurement/contract law, regulations, and internal policy for the development and management of materials and services contracts including construction and EPC contracting.
- Experienced in the application of procurement technologies, e.g. Enterprise Resource Planning (ERP) systems, eCommerce, electronic catalogs, eSourcing, contract management systems, materials & inventory management systems, and A/P interface.
- Experience in the application of leading practice sourcing and procurement solutions. This experience must include delivering successful solutions in organizational development, spend portfolio/category management, spend analytics, strategic sourcing, catalog management, materials and inventory management, supplier management, supplier diversity, supplier qualification, and LEAN/continuous improvement.
- Experience as a leader managing other managers.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

Education and Experience Requirements:

To be rated as qualified for this position, college transcripts are required.

- A. At least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

AND

- B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

OR

Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.

OR

Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver.

KNOWLEDGE, SKILLS, AND ABILITIES

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit.

1. **Ability to develop and implement a category management methodology in a sourcing organization.** (Describe your experience developing and implementing a category management strategy for a sourcing organization. Relevant aspects to include in your application are how you analyzed and organized spend, leveraged technology, defined business requirements, optimized supplier relationships, and leveraged industry expertise. Some utility experience is preferred but not required.)
2. **Ability to supervise/manage contracting functions including analyzing business and legal requirements in order to develop effective purchase strategies, negotiating and awarding contracts, and monitoring contractor performance.** (Describe your experience performing procurement and contracting work for a public- or private-sector organization. Describe the scope of the program, the types of contracts involved, and the approach you took in establishing or improving program operations or priorities based on available resources.) Some Federal procurement and contracting experience is preferred but not required.
3. (Supervision/Management and Leadership) **Ability to provide supervision/management and leadership through the effective use of teambuilding, coaching, and mentoring; assign accountability and responsibility as appropriate; establish standards of quantity and quality for work products; provide feedback on work accomplishments; develop and motivate.** (Describe your experience assigning and reviewing work, developing work plans, counseling employees, and ensuring assignments are carried out effectively. Also describe your role and experience establishing/reviewing performance management standards/processes, resolving employee relation situations, and/or identifying/justifying selections for employment as well as your scope of supervisory responsibilities (i.e., similar functions, varying occupational fields), if appropriate).
4. (Facilitating Work) **Ability to establish and define long-term strategic and short-term tactical organizational goals; define required work results and establish parameters for accomplishment of these results; to facilitate a collaborative decision-making process; to encourage problem solving by subordinates; make functional assignments based on recognized employee strengths; develop and gain support for the organization's vision.** (Describe your experience formulating or participating in the establishment of work plans, work unit objectives, working with other individuals/organizations/work units in resolving problems and issues, and identification of resources necessary to accomplish objectives, including the stability of the work unit.)
5. (Effective Communication) **Ability to clearly and concisely communicate information with subordinate staff; to present both verbally and in writing ideas which are shared with employees at all levels; to develop an atmosphere of teamwork through shared ideas and goals; to negotiate resolution or controversial issues; to build relationships throughout the organization which facilitate the accomplishment of work.** (Describe the audience (i.e., individual, size of groups, make up of groups, level of management, etc.) and your experience providing oral and written instructions as well as policy and/or program information that may have been complex and/or controversial in nature.)
6. (Diversity) **Ability to recognize employee diversity and build on strengths; to ensure a discrimination and harassment-free workplace for all employees; to provide developmental and training opportunities for employees; to support and promote Bonneville's equal opportunity program.** (Describe your role and participation in diversity and EEO programs relative to employment advancement, performance management and/or training opportunity availability for employees.)

ADDITIONAL REQUIREMENTS

- **Supervisory/Managerial Probationary Period:** First time supervisors will be required to serve a 1-year probationary period.
- **CONFIDENTIAL FINANCIAL DISCLOSURE:** Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.

SECURITY & SUITABILITY

The sensitivity level of this position is designated as 'Moderate Risk – Nonsensitive', which requires that the selectee pass a Moderate Background Investigation (MBI) personnel investigation and receive a favorable

suitability determination. For more information please visit: http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18

Application Package Checklist

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position. (Optional Application for Federal Employment (OF-612): <http://www.usajobs.opm.gov/of612.asp>).
- Applications must include the following information:**
 - Job Announcement number, title, and grade
 - Full legal name, mailing address, contact telephone number and email address
 - Country of citizenship (SSN or other ID is not requested at this time)
 - High school attended which includes name of high school and location.
 - Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
 - Indication if we may contact your current supervisor.
 - List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
- ☐ College transcripts (photocopies are acceptable)
- ☐ All applicants are encouraged to complete and submit SF-181 Ethnicity and Race Identification. Applicant Source Form located at the end of this announcement, or at http://jobs.bpa.gov/How_To_Apply/forms.cfm.

How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** jobs@bpa.gov with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Additional Information

Career Transition Assistance Program/Interagency Career Transition Assistance Program

(CTAP/ICTAP): Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Forms Availability: All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov>.

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

ETHNICITY AND RACE IDENTIFICATION

(Please read the Privacy Act Statement and instructions before completing form.)

Name (Last, First, Middle Initial)

Agency Use Only

Privacy Act Statement

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

☐ Yes ☐ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.